

DDA SUBJECT FILE COPY



OCA 88-3434  
13 October 1988

MEMORANDUM FOR: Deputy Director for Administration


FROM:





Office of Congressional Affairs

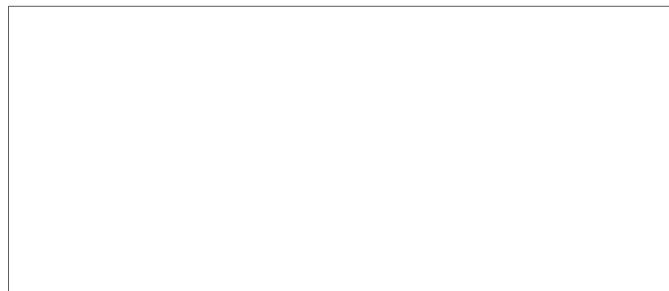
SUBJECT: Inquiry about Agency Maintenance Contract

1. Larry Kettlewell, SSCI, called to inquire about some information that had been sent to the Agency by a company called Service Master. The company had not heard from the Agency and wanted to indicate its interest in bidding on the Agency's maintenance contract. Mr. Kettlewell indicated that Service Master representatives wanted to meet with "Rae Huffstutler" to discuss the services of their company.

2. I spoke with  OL, about the status of the maintenance contract and the appropriate way for a company to express interest in bidding for the contract. They indicated that the Ogden Allied contract would expire next year and that an RFP would be issued in the spring.

 the contracting officer for this project, said that Service Master would be contacted regarding the RFP and that it could provide the Office of Logistics with additional information about its services. He said that the company could contact him to discuss its capabilities; he felt that company contact with the DDA could be viewed as providing Service Master with an unfair advantage in the bidding process.

3. Armed with this information, I called Mr. Kettlewell and told him about the status of the contract, the issuance of an RFP, and the appropriate personnel for Service Master to contact about its services. Mr. Kettlewell was satisfied with the information and asked for  telephone number so Service Master could call him. Mr. Kettlewell did not raise the possibility of company representatives meeting with the DDA.



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